

View and Print Certifications



Some or all of these features may not be in use for your system.

You can print out copies of certifications that you have earned and view your progress for certifications that are you working towards.

1. Select the tab at the top of your screen. This tab is generally named something like My Progress, or Certifications.
2. Select the **PDF icon** under View to download a copy of your certification for printout.

The screenshot shows a navigation bar with three tabs: Home, Certifications (highlighted in red), and My Progress. Below the navigation bar, there are two sections for 'Currently Active' certifications. The first is 'Assembler Job Role' with a progress bar at 100%. The second is 'Microsoft Digital Literacy' with a progress bar at 20%. Below these is a section for 'Achieved' certifications, which contains a table with columns for 'View', 'Certification Name', 'Date Earned', and 'Date Expires'. A red arrow points to a PDF icon in the 'View' column of the first row, which corresponds to the 'Assembler Job Role' certification.

View	Certification Name	Date Earned	Date Expires
	Assembler Job Role	5/16/2016 11:51:33 AM	

View what do you need to complete to earn a certification

Select a certification name to see the requirements needed to achieve a certification that you have not yet completed.

Required Products



RULE: 1

You must pass 5 of the following items:

Item	Grade Requirement	Status
Microsoft Digital Literacy - Computer Basics	N/A	Not Completed
Microsoft Digital Literacy - Computer Security and Privacy	N/A	Not Completed
Microsoft Digital Literacy - Digital Lifestyles	N/A	Completed
Microsoft Digital Literacy - Productivity Programs	N/A	Not Completed
Microsoft Digital Literacy - The Internet and the World Wide Web	N/A	Not Completed

OK